

July 1, 2004

TO: Apprenticeship Program Sponsors, Local Education Agencies, Other Interested Parties

FROM: Ron Shertzer, Program Manager, Office of Apprenticeship and Applied Sciences

SUBJECT: Notification of Procedures to Apply for Apprenticeship Improvement Funds -  
Open Window to Accept Applications: July 1, 2004 to August 20, 2004

The State Legislature provides funds to enhance or improve apprenticeship programs. Attached is a packet of materials for making application for these funds. *All applications are due in the State Apprenticeship Office (SAO) by close of business August 20, 2004. Applications received after this deadline will not be approved due to limited apprenticeship funding. If funds are available and not obligated, a second open window period could be announced, possibly for January 2005.*

The process of funding traditional (or adult) apprenticeship programs is accomplished according to the "Rules and Regulations for Arkansas' Traditional Apprenticeship Programs," April 24, 2000. Please review these Rules and Regulations (R&Rs) because they explain the policies for implementation of this process. These R&Rs are available to you by requesting a copy from the SAO or at our DWE website: <http://dwe.arkansas.gov/Apprenticeship/apprenticeshipImprovementFunds.html>. The R&Rs require you to submit an Application and an Annual Report.

If you are applying for funds for the first time under this process, call the SAO at 501/682-1360 now to ensure that your application is complete and received at the SAO on time. We will provide technical assistance, provide a copy of the R&Rs, and help you with this process and application.

If you applied and were approved for funding previously, the attached forms should be familiar to you. Complete and return the Application form, the Annual Report form, and, if possible, the Class Organization Report by August 20, 2004. All forms are new this year; do not use previously published forms but use the forms in this packet. Complete the other forms as needed and by November 1, 2004. (Please note that all forms are also available on 3.5" disk via regular mail, via e-mail in Word format, and on our DWE website listed above.) The Annual Report form is also enclosed.

To complete the Annual Application Form, WE-APP-242 (7-04), follow these instructions: Review Sections XII and XIII in the R&Rs. On the Application Form, in items 1 thru 3 show the name of the program, occupation, city where the class(es) will meet, the program sponsor (or administrator), and the local education agency (LEA) with addresses that will process the funding for the program. In item 4, list the dates that the classes will start and will end. *Funding will be available for classes held from July 1, 2004 thru May 31, 2005; we cannot fund classes held in June 2005.* If the program was approved for funding last year, show the assigned "04-\_\_\_\_" class number. Item 5 is next. The "Number of Groups/ Classes" should reflect the number of class groups of apprentices and not the number of times that one class group will meet. One class or group should not exceed 20 apprentices. If your classes are in progress, the "Enrollment" number will probably be the actual number of apprentices (plus a few) in your program. In item 6, calculate the projected funding. The "Hours of Instruction" should reflect the number of hours that the instructor(s) will conduct related classroom instruction (RCI) in his/her classroom during the school year or fiscal year. These funds are not for on-the-job training (OJT). This number should range between a minimum of "144," to fulfill U.S.

Apprenticeship and Training (USDOL/BAT) standards for one year, to a norm of "160", to a maximum of "200" \*, to comply with the funding limit specified in the R&Rs, Section XIII.A.5. and Section XII.A.2. Next, choose a funding option; if necessary, read the attached sheet that discusses Options A and B \*.

Please note that when the SAO and AACSC approve an application and the selected funding option, the program is expected to remain with that funding option for the duration of the fiscal year. You or this office may complete the remaining portion of the formula to estimate the projected funds amount. In item 7, ensure that the Program Sponsor and LEA representatives read the fine print, print, and sign their personal names and, if applicable, acknowledge the need for a professional services contract. Then return the application to the SAO before the close of business on August 20, 2004. *We need original signatures on the application form. \*NOTE: Because State apprenticeship funds are limited, the actual amount to be approved and/or obligated to each program might be less than requested.*

It is important to choose an LEA that will work with your program in a timely and efficient manner. A state educational agency that acts as an LEA could require a Professional Services Contract with the apprenticeship program sponsor if the LEA forwards the funds onto that program sponsor.

*Complete and return the Class Organization Report (WE-APP-233) within three weeks following the official third class meeting but no later than November 1, 2004. This information will be shared with the U.S. Department of Labor/Bureau of Apprenticeship and Training. So, register your apprentices as soon as possible. Apprentices not registered with the U.S. DOL/BAT will not be funded by the SAO.*

Both the "Attendance/Contact Hour Report," WE-APP-237 (7-04), and the "Reimbursement Request Form," WE-APP-236 (7-04), are mailed to you with this packet so that you might start recording attendance and submitting requests now. We request that you record your apprentice attendance on the "Attendance/Contact Hour Report" form, one class on one form for each month. Again, if you have several class groups, we request that you use a separate "Attendance/Contact Hour Report" form for each class group each month. However, you may list several months of attendance from the same class number onto one "Reimbursement Request Form," data from one -237 form onto one line of the -236 form. Submit your Request Forms monthly to the SAO; deadlines are January 21, 2005, for the fall semester, and June 3, 2005, for the spring semester. *Note: Funding shall be forfeited when reports are not received on time. It is the responsibility of the program sponsor to request an extension when necessary.*

If you have questions at any time, please contact us at the SAO, telephone 501/682-1360. If you want to use our computerized attendance program, contact our staff for software installation and training.

- Atchs:
1. Annual Application for State Improvement Funds, WE-APP-242 (7-04), w atch on back.
  2. Funding Options for Traditional Apprenticeship Programs (revised July 1, 2004).
  3. Class Organization Report, School Year 2004-2005, WE-APP-233 (7-04).
  4. Amended Class Organization Report, School Year 2004-2005, WE-APP-233A (7-04).
  5. Reimbursement Request Form, WE-APP-236 (7-04).
  6. Attendance/Contact Hour Report, WE-APP-237 (7-04).
  7. Local Apprenticeship Committee and Instructors Personnel Record, WE-APP-253 (7-04).

cc: Members, Arkansas Apprenticeship Coordination Steering Committee  
Members, State Plumbing Apprenticeship and State Electrical Apprenticeship Committees  
John Davidson, Deputy Director, Career and Technical Education

04/RS/270